

**REQUEST FOR PROPOSALS  
HANDLING, TRANSPORTATION AND DISPOSAL  
FOR  
HOUSEHOLD HAZARDOUS WASTE COLLECTION DAY  
Hancock County Board of Supervisors**

**Introduction:**

The Hancock County Board of Supervisors (the Board) will co-sponsor a Household Hazardous Waste Collection Day on **October 1, 2016**. The Board is seeking proposals from qualified Contractors to provide for the proper handling, transportation, and disposal of hazardous waste from households. The State of Mississippi is providing grant funds to the qualified local governments and/or agencies through the Mississippi Department of Environmental Quality's Solid Waste Assistance Grant Program for the handling, transportation, and disposal of the wastes.

The Board has been co-sponsoring household hazardous waste collection days of this type since 1996. Most of the wastes collected consisted of herbicides, paints, varnishes, stains, paint removers, drain openers, small batteries, wood finishers, and pesticides. All of these were delivered in small quantities.

**Program Description:**

The Household Hazardous Waste Collection Day will be scheduled on **October 1, 2016** from the hours between 8 a.m. to 1:00 p.m. at the Coast Electric Power Company on Hwy 603. The Board will provide a site diagram after a Contractor is selected. Water, electricity and restrooms will be available and lunch will be served.

No commercial entities will be allowed to drop-off materials during the collection day. The chemicals will be brought to the site by private vehicles in containers no larger than five gallons. The wastes that will be accepted include pesticides, paints, auto products, cleaners, and yard care products. Radioactive materials, explosives, animal carcasses and wood products, will **not** be accepted.

Personnel from Hancock County will participate in the planning of the collection day and will be on site on the collection day. The county in cooperation with local support will provide site security, traffic control and fire protection. Staff from the Mississippi Department of Environmental Quality will be on site to assist. Volunteers will be available to provide any necessary assistance, including but not limited to survey-taking, site set-up and clean-up.

County will coordinate public outreach and information about the collection day.

**Contractor Responsibilities:**

The Contractor will assist the County in planning and organizing the collection program, including the training of volunteers and being available for a site visit before the collection day.

Other responsibilities of the Contractor shall be:

- To provide all equipment, including safety equipment, and supplies necessary for those portions of the collection site used for collection, handling, packaging and transportation of household hazardous waste.
- To set up and take down those portions of the collection site devoted to collection, handling and transportation of household hazardous waste.
- To be directly responsible for unloading participants' cars: segregating hazardous, non-hazardous and recyclable materials; packaging all hazardous waste in accordance with Department of Environmental Quality and Department of Transportation requirements; preparing container content sheets, manifest, notifications, certification and other shipping documents and transporting and disposing collected hazardous wastes.
- To provide properly trained and qualified staff necessary to review, segregate, package, manifest and transport collected wastes; and
- To provide for the safe treatment and disposal of collected household hazardous waste in compliance with all applicable State and Federal regulations.
- Provide a report summary of the event within 30 days of the event including the following:
  1. A summary of volumes and weights for all types of waste collected.
  2. Describe how, when and where each waste stream was recycled or disposed.
  3. Summary of the contractor's personnel and equipment used.
  4. Provide recommendations for future events.
  5. Execute manifests of all disposed and/or recycled waste

**DISPOSAL:**

Disposal shall be in accordance with all State and Federal laws and regulations. The preferred method of waste management is recycling or reuse, followed by fuel blending, incineration, or chemical treatment. Land disposal is to be minimized to the extent possible.

In order to protect the County from liabilities associated with on-site activities, transportation, and inherent CERCLA liabilities involving disposal, the Bidders should supply their own labor, transportation, and disposal of the wastes at their own EPA permitted disposal facilities. Companies that can internalize all labor, packaging, transportation and disposal services will be highly favored in the Proposal Evaluation Process.

### **Legal Relations and Responsibilities To The Public:**

**LAWS TO BE OBSERVED:** The Contractor is assumed to be familiar with, and at all times shall observe and comply with, all Federal and State laws, local bylaws, ordinances and regulations which may in any manner affect those engaged or employed in the work or the materials or equipment used in the work, or the conduct of the work, and of all such orders and decrees of bodies or tribunals having any jurisdiction or authority over same; and no plea of misunderstanding or ignorance thereof will be considered. The Contractor shall indemnify and hold harmless the County and all of its officers, agents, employees and servants against any claim or liability arising from or based on the violation of any such laws, bylaws, ordinances, regulations, orders or decrees, whether by himself or his employees, subcontractors or agents.

**INDEMNITY:** The Contractor shall assume liability for all casualty risks and shall be solely responsible and liable for, and shall protect, hold harmless and indemnify the County and its officials, employees and agents individually as representatives of the County, from and against all losses, damages and expenses and all claims arising out of bodily injuries, property damage, demands, payments, suits, actions, recoveries and judgments of every nature and description brought about or recovered against the County by reason of any act or omission of the Contractor in whole or in part, his agents and employees, and any Subcontractor, their agents and employees engaged in the execution and maintenance of the work described in this contract.

### **BID CONDITIONS:**

**BONDING:** The successful Bidder shall furnish within ten (10) days after notice of bid award a fully executed contract as well as be prepared to provide a performance bond and payment bond on forms approved by for the full contract amount as security for the faithful performance of the contract and for the payment of all persons performing labor on this project. Such bond will not be acceptable unless the surety is a reputable surety company, licensed and authorized to do business in the State of Mississippi and signed by an agent resident in Mississippi.

### **GENERAL INSTRUCTIONS FOR BONDS**

- 1. The Surety on each bond must be a responsible surety company which is qualified to do business in Mississippi and which is satisfactory to the County.***

2. *The name, including the full Christian name and residence of each individual party to the bond shall be inserted in the body thereof, and each such party shall sign the bond with his usual signature on the line opposite the seal.*
3. *If the Principals are partners, their individual names will appear in the body of the bond with the recital that they are partners composing a firm, naming it and all members of the firm shall execute the bond as individuals.*
4. *The signature of a Witness shall appear in the appropriate place, attesting to the signature of each individual party to the bond.*
5. *If the Principal or Surety is a corporation, the name of the State in which incorporated shall be inserted in the appropriate place in the body of the bond, and said instrument shall be executed and attested under corporate seal as indicated in the form.*
6. *The official character and authority of the person or persons executing the bond of the Principal, if a corporation, shall be secretary or assistant secretary, according to the form attached hereto. In lieu of such certificate, there may be attached to the bond copies of so much of the records or the corporation as will show the official character and the authority of the officer signing, duly certified by the secretary or assistant secretary, under the corporate seal, to be true copies.*
7. *The date of this bond must not be prior to the date of the contract in connection with which it is given.*

**INSURANCE REQUIREMENTS:** Insurance coverage specified herein constitutes the minimum requirements. Said requirements shall in no way lessen or limit the liability of the Contractor under the terms of the Contract. The Contractor shall procure and maintain, at his/her own cost and expense, any additional kinds and amounts of insurance that, in his own judgment, may be necessary for proper protection in the prosecution of the work.

The Contractor shall carry the insurance herein and all policies shall be with companies satisfactory to the County.

If a part of this Contract is a sublet, the Contractor shall require each Subcontractor to carry insurance of the same kinds and in like amounts carried by the prime Contractor. Certificates of insurance shall state that thirty (30) calendar days' written notice will be given to the County before the policy is canceled or changed. No Contractor or Subcontractor will be allowed to start any work on this Contract until certificates of all insurance required herein are filed with and approved by the County. The certificates shall show the type, amount, class of operations covered and effective dates of expiration policies.

The Contractor shall secure and maintain in effect for the period of the Contract and premiums for the following kinds and amounts of insurance:

A. Workers' Compensation and Employer's Liability Insurance

This insurance shall protect the Contractor against all claims under applicable State Workmen's Compensation Laws. The Contractor shall also be protected and shall cause each subcontractor to be protected against claims for injury, disease or death of employees, which, for any reason, may not fall within the provisions of a Workmen's Compensation Law. The liability limits shall not be less than the required statutory limits for Workmen's Compensation and Employer's Liability in the amount of One Hundred Thousand Dollars (\$100,000.00) for each person. This policy shall include an "all states" endorsement.

B. Contractor's Comprehensive Public Liability and Property Damage Insurance

This insurance shall cover all operations in connection with the performance of this Contract in amounts no less than the following:

- (1) Bodily injury liability for each person in the amount of Five Hundred Thousand Dollars (\$500,000.00) for each occurrence and One Million Dollars (\$1,000,000.00) aggregate and property damage liability in the amount of Two Hundred Fifty Thousand Dollars (\$250,000.00) for each occurrence for damages arising out of the injury or destruction of property and a total (aggregate) limit of Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of injury to or destruction of property during the policy period.

The Comprehensive Public Liability and Property Damage policies carried by both the prime and subcontractors shall contain an endorsement to include coverage of the following hazards:

- a. Contractual liability coverage for the "Hold Harmless" segments of the Contract Documents.

(2) Contractor's Contingent or Protective Liability and Property Damage:

In case part of this Contract is sublet, the Contractor shall secure contingent or protective liability and property damage insurance to protect him from any and all claims arising from the operation of his subcontractors in the execution of work included in the Contract. In no case shall the amount of such protection be less than the limits of \$500,000/\$1,000,000 for Public Liability Insurance and \$250,000/\$500,000 for Property Damage Insurance. The coverage in each case shall be acceptable to the County.

(3) Automotive Public Liability and Property Damage:

The Contractor shall maintain automobile public liability insurance in the amount of not less than Five Hundred Thousand (\$500,00) for one accident; and automobile property damage insurance in the amount of not less than Two Hundred Fifty Thousand Dollars (\$250,000) for one accident to protect him from all claims arising from the use of the following:

- (1) Contractor's own automobiles and trucks
- (2) Hired automobiles and trucks
- (3) Automobiles and trucks owned by subcontractors

The aforementioned is to cover use of the automobiles and trucks on and off the site of the project.

(C) Owner's Protective Liability Policy:

The Contractor shall maintain Owner's Protective Liability Insurance with the County as the named insured and their servants, agents, and employees as additional insured in amounts not less than the following:

Bodily injury liability in the amount of Five Hundred Thousand Dollars (\$500,000.00) for each person and One Million Dollars (\$1,000,000.00) for each accident and property damage liability in the amount of Two Hundred Fifty Thousand Dollars (\$250,000.00) for all damages arising out of an injury or destruction of property in any one accident and subject to that limit per accident, a total (or aggregate) limit of Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of injury to or destruction of property during the policy period.

**Schedule and Instructions for Proposal Submission:**

Proposals must be sealed and properly labeled "**Hancock County 2016 HHWD Proposal**" and should be delivered by mail or hand to the Hancock County Board of Supervisors at 854 Highway 90, Suite A, Bay St. Louis, MS, 39520, Attention: Maureen Anderson, on or before 10:00 a.m., August 1, 2016.

One original and two copies shall be submitted.

The contact person for questions is Jeff Loftus, Gulf Regional Planning Commission, Phone: 228 864-1167.

### **Proposal Evaluation Criteria:**

The proposals will be evaluated as follows:

Background and Experience .....	30%
Technical Proposal .....	40%
Cost Proposal .....	30%

The Hancock County Board of Supervisors reserves the right to waive minor informalities in proposals, to reject any and all bids, to evaluate alternative methods or proposals, and to award a contract to the bidder believed most advantageous to the County.

### **Proposal Format:**

#### **1. COVER LETTER OF TITLE PAGE:**

Name, address, and telephone number of the bidder, date of proposal, and name of the contact person.

#### **2. BACKGROUND AND EXPERIENCE:**

- a. Company background: Provide a description of bidding company, including primary business and experience in hazardous waste management.
- b. Related project experience: All bidders are required to provide at least five (3) household hazardous waste projects performed by the company. This list should include the name, telephone number, a contact for each project and a brief description of the project.
- c. Employee experience: Bidders are required to provide a list of the personnel who will be involved in this collection program, including their degrees, training, experience, and descriptions of their involvement with this program.
- d. Licenses and Permits: Bidders are required to possess all necessary State and Federal licenses or permits required for the transportation and disposal of hazardous wastes, and should provide evidence of such permits.

#### **3. TECHNICAL PROPOSAL:**

- a. Staffing: Bidders should provide a description of their proposed staff and management for this project. List the personnel by job type, such as project manager, chemist, technician, drivers, etc., with summary of their duties for this project.

- b. Site setup: Bidders should submit a diagram of the site detailing how the collection activities will be organized. A detailed description of site activities, including waste receipt, segregation, packaging, testing, loading, etc. should be attached to the diagram.
- c. Equipment list: Bidders should provide a list of equipment which will be at the collection site, including all fire prevention, safety, personal protective equipment and other supplies or equipment the bidder deems suitable or necessary for this project.
- d. Site safety plan: Bidders should describe procedures to minimize the risk of spill or fire, and to protect site workers and participants.
- e. Contingency plan: Bidders should provide a format for a contingency plan, including description of notification procedures for on-site emergencies and evacuation of participants and site workers, if necessary.
- f. Site operations: Bidders should provide a description of methods used for screening incoming wastes and for segregating and packaging collected wastes.
- g. Unacceptable wastes: Bidders should list any wastes which the bidder cannot accept and, if possible, provide alternatives for managing these wastes.
- h. Training of sponsor personnel and volunteers: Bidders should provide a description of training to be provided to sponsor personnel and to volunteers, and how such personnel or volunteers are to be incorporated into collection activities.
- i. Transportation and disposal facilities: Bidders should provide a list of all transporters and treatment/storage/recycling/disposal facilities which may be utilized in performance of this program. The list should include the name, address, and I.D. or permit number for each transporter or facility.
- j. Insurance: Bidders should provide documentation of required insurance coverage.

#### 4. COST PROPOSAL:

- a. Mobilization/Demobilization: Bidders should provide a cost for site setup, including personnel, on a per-hour basis and give costs if overtime, additional personnel or additional equipment is requested Mobilization/Demobilization to and from Kiln, Mississippi.
- b. Labor: Bidders should include personnel cost for a Project Leader and staff member on a per-hour basis and total hours per staff member. The collection hours will be from 8:00 a.m. until 1:00 p.m. However, contractors should be prepared to set up by 6:30 A.M. and remain until all items are secured and taken offsite the same day of the event.
- c. Supplies: Bidders should list supplies to be used and their unit cost.
- d. Transportation and Disposal: Bidders should list per-unit costs for transportation and disposal. Bidders should include the unit price (including transportation and disposal) for a twenty-yard and thirty-yard hazardous waste roll-off container to be used for paint.



- e. Miscellaneous: Bidders should include line-item costs for bid and performance bonds, laboratory analysis, waste approval fees, planning assistance, training or other charges not included above.

**TO INSURE THAT ALL BID PROPOSALS CAN BE EVALUATED FAIRLY, ALL BIDDERS MUST USE THE COST PROPOSAL AS DETAILED IN ATTACHMENT 1. IF YOUR COMPANY DOES NOT WISH TO PROVIDE COSTS FOR ANY OF THE SERVICES LISTED, PLEASE NOTE AND PROVIDE EXPLANATION. ALL PRICING INFORMATION SUBMITTED WILL BE USED IN THE CONTRACTOR SELECTION PROCESS, HOWEVER, FAILURE TO USE THE COST PROPOSAL FORMAT WILL PLACE A BIDDER AT A DISADVANTAGE WITH OTHER BIDDERS SINCE COSTS COMPARISONS WILL BE DIFFICULT TO ACCOMPLISH.**

**ATTACHMENT 1 Cost Proposal  
Hancock County 2016 HHWD Event**

**1. Mobilization/Demobilization**

**2. Labor**

Project Leader (per event)

Staff members (per event)

Number of Volunteers

**3. Equipment** (provide list and associated costs)

**4. Supplies** (provide list and associated costs)

**5. Transportation and disposal** (see below)

Waste Stream	Cost Per Unit							Comments/minimum charges
	Per Item	Per Linear Foot	Per Pound	Per 55 Gallon Drum	Per Cubic Yard Box	Per 20 YD. Roll-Off	Per 30 YD. Roll-off	
Aerosols								
Antifreeze								
Asbestos								
Acidic Liquid								
Acidic Solid								
Basic Liquid								
Basic Solid								
Corrosives, Acids								
Corrosives, Alkaline								
Oxidizing Liquids								
Oxidizing Solids								
Poison liquids								
Poison Solids								
Flammable liquids								
Flammable Solids								
Organic Peroxide								
Pesticides Liquids								

<b>Waste Stream</b>	<b>Cost Per Unit</b>							Comments/minimum charges
	Per Item	Per Linear Foot	Per Pound	Per 55 Gallon Drum	Per Cubic Yard Box	Per 20 YD. Roll-Off	Per 30 YD. Roll-off	
Pesticides Solids								
Oil filters								
Batteries, Ni-Cad								
Batteries, Lithium								
Batteries, Dry Cell (non-ni-cad)								
Mercury thermostats, thermometers, elemental								
Mercury lamps, bulbs								
PCB ballast/capacitors								
Paint hazardous loose pack								
Paint non-hazardous loose pack								
Paint hazardous bulk								
Paint nonhazardous bulk								
Paint no segregation bulk								
Florescent bulbs								
Lab Packed Bulbs								
Roll-off Containers								
Butane Gas Cylinders								
Propane Cylinders small								
Propane Cylinders (BBQ style)								
Fire Extinguishers								
Fuel Surcharge								
Miscellaneous								